

# How to Correctly Write a Lab Report!

**Mrs. Côté**

**Biology 11**

1. Must be completed on plain, unlined, 8.5" x 11" paper containing no holes.
2. You can only use blue or black ink (except on diagrams which should be completed in pencil). If you are typing, font must be times new roman with a 12 to 14 font.
3. Your report must remain consistent, either print, write or type throughout.
4. Number all the pages except the title page.
5. Follow the order presented below!

## #1: Title page

Down 3" or 7.5	
▼	
Title of Lab By Name	
Course Title (period)	Mrs. Côté
Date	
▲	
Up 1" or 2.5 cm	

### #2: Purpose:

A concise statement outlining the objective of the lab. Ask yourself: "Why did we do this activity?", "What was I supposed to Learn?" Often found in the lab itself.

### #3: Introduction:

Should be 2 to 5 paragraphs containing a brief explanation of any prior knowledge on which the experiment is based and a hypothesis stating what is believed to occur during the experiment. Prior knowledge may include an explanation of principles, definitions, experimental techniques, theories and laws. Can include outside research!

### #4: Materials:

The following materials were used to complete the lab: ..... (please write this in paragraph form)

### #5: Procedure:

Please refer to the lab script "name of lab" that was provided in class. Make sure to include any changes that were made.

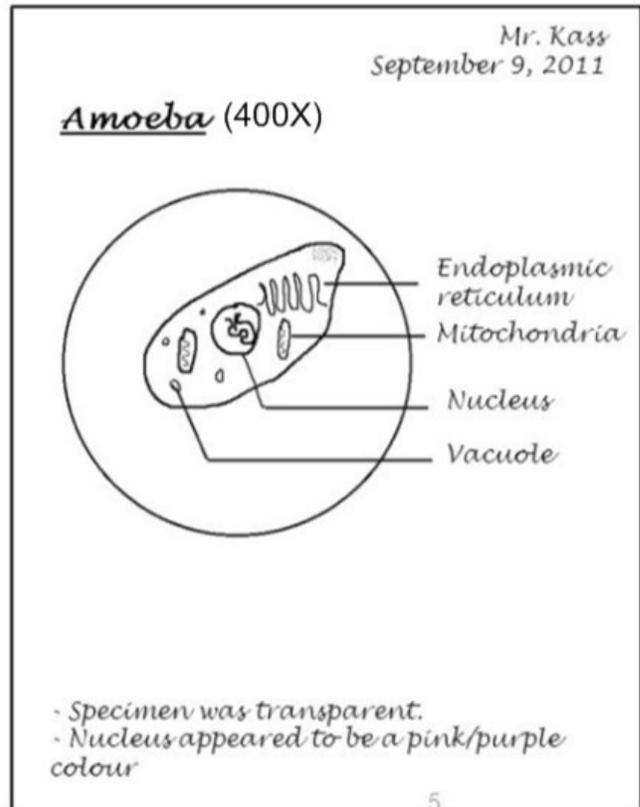
### #6: Observations & Data:

Includes all qualitative (written/drawn descriptions) and quantitative (deals with numbers) observations that are made during the lab. Be as precise as possible including any unexpected observations. These observations should be

represented as proper diagrams, lists, charts, or tables of the data recorded during the lab. See diagram explanation information below or individual lab scripts for any further instructions.

# Biological Drawing Rules

- Drawing is neat and LARGE. Must take up most of the paper **White paper must be used.**
- Diagram is drawn in pencil and "coloured" using stipples (little dots)
- All diagram labels are printed to the right of the drawing and are lined up in a straight line
- Name and date are written in the upper right hand corner of the diagram
- An appropriate title is given to the diagram **and underlined**
- Lines between label and feature are drawn using a ruler
- Lines do not cross
- Calculations and qualitative observations are included at the bottom of the diagram



## #7: Analysis and Questions:

Answer any procedural or application questions asked of you on the lab script here. These may include graphs for analysis or questions asked of you during the lab. Make sure to answer in full sentences and in 3<sup>rd</sup> person (no I, We, or Us). The answer should be able to stand alone by using part of the question in the answer. There are no yes or no answers allowed!

## #8: Conclusion:

Interpret and discuss the results collected from the lab and explain how the results relate to the purpose/hypothesis. Should be completed in 1 to 2 paragraphs and should relate the purpose of the lab to the analysis of the data. Must include any problems that were encountered and indicate if something should be done to make the experiment better. Also must be written in 3<sup>rd</sup> person.

## #9 References:

Add this if you referred to anything to help you with your hypothesis or introduction. Should be completed in Council of Science Editors (CSE) citation.